

## Hotel licence – new

### Information for applicants

**Apply online at [www.licence.nsw.gov.au](http://www.licence.nsw.gov.au) for a faster service.**

1. This application form is for a person or organisation applying for a hotel licence. If the application is granted, the applicant will become the licensee.
2. **You must complete a Community Impact Statement (CIS)** before applying for this licence. The CIS is a required attachment for this application.  
Visit [www.liquorandgaming.justice.nsw.gov.au](http://www.liquorandgaming.justice.nsw.gov.au) for more information.
3. Liquor & Gaming NSW is required by legislation to consider a number of matters when determining certain applications. Please refer to Guideline 6 on Liquor & Gaming NSW's website for further information – [www.liquorandgaming.justice.nsw.gov.au](http://www.liquorandgaming.justice.nsw.gov.au)
4. **The fee payable for this application depends on the licence category (\$700 for a General bar, or \$2,500 for a Full hotel).** A surcharge is applicable if paying by credit card. Fees are subject to change without notice. More details are available on page 14. An annual liquor licence fee will also apply.
5. Complete all applicable questions. If information is missing, we can ask you to supply the required information and/or documents to support the application. Failure to supply information can delay a decision on the application.

#### OFFICE USE ONLY

APP400

By (circle): mail | OTC | fax | email

Date lodged \_\_\_\_\_

Amount paid \$ \_\_\_\_\_

GLS receipt no \_\_\_\_\_

Application number \_\_\_\_\_

Finalised by \_\_\_\_\_

Date finalised \_\_\_\_\_

Licence number \_\_\_\_\_

6. If applying for a licence-related authorisation for a hotel licence, also complete the separate application form for the applicable authorisation.
7. For more information, visit [www.liquorandgaming.justice.nsw.gov.au](http://www.liquorandgaming.justice.nsw.gov.au)
8. For assistance, call (02) 9995 0894 or email [info@olgr.nsw.gov.au](mailto:info@olgr.nsw.gov.au)
9. Lodge this application form with payment and supporting documents by one of the following methods:

#### Post

Liquor & Gaming NSW  
GPO Box 7060  
Sydney NSW 2001

#### Deliver to

Liquor & Gaming NSW  
Level 6, 323 Castlereagh St  
Haymarket NSW 2000

#### Email

[liquorapplications@olgr.nsw.gov.au](mailto:liquorapplications@olgr.nsw.gov.au)

### PART 1 About the proposed hotel licence

Is this an application for: (tick one only)

Hotel licence – full hotel

Hotel licence – general bar

A hotel licence – general bar does not allow sale of take-away liquor, operation of gaming machines, TAB facilities or keno.

What is the proposed licence name? (usually this is the trading name)

### PART 2 About the applicant

If the applicant is an individual (i.e. a person), answer all questions in Part 2A only.  
If the applicant is an organisation (e.g. a company), answer all questions in Part 2B only.

#### PART 2A Applicant (if an individual)

Title	Gender	
First name	Middle name	
Surname	Date of birth (dd mm yyyy)	
Place of birth e.g. Camperdown	Phone (home)	
Phone (mobile)	Phone (daytime)	
Fax	Driver's licence	State
Email address		

**Residential address** (always a 'physical' street address)

Street no.	Street name		
Town/city		State	Postcode
Country (if not Australia)			

**Postal address** (if different from residential address) a PO Box if one exists; otherwise a 'physical' street address. We will use this mailing address when we contact this person.

PO Box or street no.	Street name		
Town/city		State	Postcode
Country (if not Australia)			

**PART 2B Applicant (if an organisation)**

Name of organisation	
ABN	ACN
Phone (daytime)	Fax
Web address	

**Business address** (always a 'physical' street address)

Street no.	Street name		
Town/city		State	Postcode
Country (if not Australia)			

**Postal address** (if different from business address) a PO Box if one exists; otherwise a 'physical' street address.

PO Box or street no.	Street name		
Town/city		State	Postcode
Country (if not Australia)			

Tell us about the contact person for the organisation:

Title	Gender	
First name	Middle name	
Surname	Date of birth (dd mm yyyy)	
Place of birth e.g. Camperdown	Phone (home)	
Phone (mobile)	Phone (daytime)	
Fax	Driver's licence	State
Email address		

**Residential address** (always a 'physical' street address)

Street no. \_\_\_\_\_ Street name \_\_\_\_\_

Town/city \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Country (if not Australia) \_\_\_\_\_

**Postal address** (if different from residential address) a PO Box if one exists; otherwise a 'physical' street address. We will use this mailing address when we contact this person about the licence.

PO Box or street no. \_\_\_\_\_ Street name \_\_\_\_\_

Town/city \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Country (if not Australia) \_\_\_\_\_

If this application is granted, the licensee must notify us of the appointed manager (who must already be an approved manager)

Is the appointment of manager notice attached (form AM0200)? \_\_\_ Yes \_\_\_ No

**PART 3 Organisation applicants**

List the directors and officeholders of the organisation

Title \_\_\_\_\_ Gender \_\_\_\_\_

First name \_\_\_\_\_ Middle name \_\_\_\_\_

Surname \_\_\_\_\_ Date of birth (dd mm yyyy) \_\_\_\_\_

Place of birth e.g. Camperdown \_\_\_\_\_

Title \_\_\_\_\_ Gender \_\_\_\_\_

First name \_\_\_\_\_ Middle name \_\_\_\_\_

Surname \_\_\_\_\_ Date of birth (dd mm yyyy) \_\_\_\_\_

Place of birth e.g. Camperdown \_\_\_\_\_

Title \_\_\_\_\_ Gender \_\_\_\_\_

First name \_\_\_\_\_ Middle name \_\_\_\_\_

Surname \_\_\_\_\_ Date of birth (dd mm yyyy) \_\_\_\_\_

Place of birth e.g. Camperdown \_\_\_\_\_

Title \_\_\_\_\_ Gender \_\_\_\_\_

First name \_\_\_\_\_ Middle name \_\_\_\_\_

Surname \_\_\_\_\_ Date of birth (dd mm yyyy) \_\_\_\_\_

Place of birth e.g. Camperdown \_\_\_\_\_

Title \_\_\_\_\_ Gender \_\_\_\_\_

First name \_\_\_\_\_ Middle name \_\_\_\_\_

Surname \_\_\_\_\_ Date of birth (dd mm yyyy) \_\_\_\_\_

Place of birth e.g. Camperdown \_\_\_\_\_

Title \_\_\_\_\_ Gender \_\_\_\_\_  
 First name \_\_\_\_\_ Middle name \_\_\_\_\_  
 Surname \_\_\_\_\_ Date of birth (dd mm yyyy) \_\_\_\_\_

Place of birth e.g. Camperdown \_\_\_\_\_

Have any of the directors and officeholders ever been, in New South Wales or elsewhere, convicted of an offence, including any offence against the liquor laws? \_\_\_ Yes \_\_\_ No

If **Yes**, supply details  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PART 4 More information about the applicant**

Is or was the applicant ever associated with a liquor licence in NSW? (e.g. as a licensee) \_\_\_ Yes \_\_\_ No

If Yes, supply licence name, licence number, applicant's role and start/end dates:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If **Yes**, and if the applicant is an individual, tell us:

Employer's name \_\_\_\_\_

Position with employer \_\_\_\_\_

Start date with employer (dd mm yyyy) \_\_\_\_\_ End date with employer (dd mm yyyy) \_\_\_\_\_

Employer's liquor licence number LIQ \_\_\_\_\_

Has the applicant (and, if the applicant is an organisation, any director or officeholder of the applicant) been refused or disqualified from holding a liquor or gaming licence in Australia? \_\_\_ Yes \_\_\_ No

If Yes, supply details:  
 \_\_\_\_\_  
 \_\_\_\_\_

Does the applicant (if an individual) have responsible service of alcohol (RSA) qualifications? \_\_\_ Yes \_\_\_ No

If **Yes**:

RSA certificate or competency card issue date \_\_\_\_\_ RSA training provider e.g. TAFE NSW \_\_\_\_\_

Provider's institution name e.g. Ryde Institute of TAFE \_\_\_\_\_

RSA certificate or competency card number \_\_\_\_\_

If **No**, when will the applicant complete the RSA course? (applicant must complete RSA course before licence can be granted)  
 \_\_\_\_\_  
 \_\_\_\_\_



**PART 6 Proposed premises for the hotel licence**

If the premises occupies more than one address, copy this page and complete the premises address questions for each address.

Phone (daytime) \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

Web address \_\_\_\_\_

Street no. \_\_\_\_\_ Street name \_\_\_\_\_

Town/city \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

What is the local government area for the premises? \_\_\_\_\_

What is the proposed patron capacity of the licensed area? \_\_\_\_\_

Are the proposed licensed premises located in a freeze precinct as specified under the *Liquor Act 2007*?  Yes  No

Visit [www.liquorandgaming.justice.nsw.gov.au](http://www.liquorandgaming.justice.nsw.gov.au) to identify a freeze precinct

If so, will the application (if granted) increase the number of people who enter the freeze precinct principally to consume alcohol? (give reasons)

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Does the local council's development consent or approval (if required) allow the licence at the premises?  Yes  No

If **Yes**:

DA number \_\_\_\_\_ DA grant date (dd mm yyyy) \_\_\_\_\_

If **No**, and if a DA is required, when do you expect these DA details will be supplied to us? You can lodge this application if a DA is pending.  
We will not grant this application before a DA is approved and supplied to us.

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**PART 7 Owner of the proposed licensed premises**

- If the premises owner is an individual (i.e. a person), answer all questions in Part 7A only
- If the premises owner is an organisation (e.g. a company), answer all questions in Part 7B only
- If owned jointly by an individual and an organisation, answer all questions in Parts 7A and 7B
- If insufficient space in this form for multiple premises owners, attach a separate sheet answering all questions for each premises owner.

**PART 7A Premises owner (if an individual)**

Title	Gender
First name	Middle name
Surname	Date of birth (dd mm yyyy)
Place of birth e.g. Camperdown	Phone (home)
Phone (mobile)	Phone (daytime)
Fax	Driver's licence <span style="float: right;">State</span>
Email address	

**Residential address (always a 'physical' street address)**

Street no.	Street name
Town/city	State <span style="float: right;">Postcode</span>
Country (if not Australia)	

**Postal address (if different from residential address) a PO Box if one exists; otherwise a 'physical' street address. We will use this mailing address when we contact this person.**

PO Box or street no.	Street name
Town/city	State <span style="float: right;">Postcode</span>
Country (if not Australia)	

**PART 7B Premises owner (if an organisation)**

Name of organisation	
ABN	ACN
Phone (daytime)	Fax
Web address	

**Business address (always a 'physical' street address)**

Street no.	Street name
Town/city	State <span style="float: right;">Postcode</span>
Country (if not Australia)	

**Postal address** (if different from business address) a PO Box if one exists; otherwise a 'physical' street address.

PO Box or street no.	Street name		
Town/city		State	Postcode
Country (if not Australia)			

**PART 8 Owner of the proposed licensed business**

- If the business owner is an individual (i.e. a person), answer all questions in Part 8A only
- If the business owner is an organisation (e.g. a company), answer all questions in Part 8B only
- If owned jointly by an individual and an organisation, answer all questions in Parts 8A and 8B
- If insufficient space in this form for multiple business owners, attach a separate sheet answering all questions for each business owner.

**PART 8A Business owner (if an individual)**

Title	Gender		
First name	Middle name		
Surname	Date of birth (dd mm yyyy)		
Place of birth e.g. Camperdown	Phone (home)		
Phone (mobile)	Phone (daytime)		
Fax	Driver's licence	State	
Email address			

**Residential address** (always a 'physical' street address)

Street no.	Street name		
Town/city		State	Postcode
Country (if not Australia)			

**Postal address** (if different from residential address) a PO Box if one exists; otherwise a 'physical' street address. We will use this mailing address when we contact this person.

PO Box or street no.	Street name		
Town/city		State	Postcode
Country (if not Australia)			

**PART 8B Business owner (if an organisation)**

Name of organisation			
ABN	ACN		
Phone (daytime)	Fax		
Web address			



**Business address** (always a 'physical' street address)

Street no.	Street name		
Town/city		State	Postcode
Country (if not Australia)			

**Postal address** (if different from business address) a PO Box if one exists; otherwise a 'physical' street address.

PO Box or street no.	Street name		
Town/city		State	Postcode
Country (if not Australia)			

**PART 9 Other parties interested in the business (other than business owner or premises owner)**

Complete this part for each party (other than business owner and premises owner) interested in the business because of an entitlement to receive income or other financial benefit from the business, including rent. A financial institution (eg a bank) is not an interested party.

- If the interested party is an individual (i.e. a person), answer all questions in Part 9A only
- If the interested party is an organisation (e.g. a company), answer all questions in Part 9B only
- If the interested parties are an individual and an organisation, answer all questions in Parts 9A and 9B
- If insufficient space in this form for multiple interested parties, attach a separate sheet answering all questions for each interested party.

**PART 9A Interested party (if an individual)**

Title	Gender		
First name	Middle name		
Surname	Date of birth (dd mm yyyy)		
Place of birth e.g. Camperdown	Phone (home)		
Phone (mobile)	Phone (daytime)		
Fax	Driver's licence	State	
Email address			

**Residential address** (always a 'physical' street address)

Street no.	Street name		
Town/city		State	Postcode
Country (if not Australia)			

**Postal address** (if different from residential address) a PO Box if one exists; otherwise a 'physical' street address. We will use this mailing address when we contact this person.

PO Box or street no.	Street name		
Town/city		State	Postcode
Country (if not Australia)			

**PART 9B Interested party (if an organisation)**

Name of organisation

ABN

ACN

Phone (daytime)

Fax

Web address

**Business address** (always a 'physical' street address)

Street no.

Street name

Town/city

State

Postcode

Country (if not Australia)

**Postal address** (if different from business address) a PO Box if one exists; otherwise a 'physical' street address.

PO Box or street no.

Street name

Town/city

State

Postcode

Country (if not Australia)

If the organisation is a proprietary company (i.e. Pty Ltd), you must tell us the name of all directors and shareholders. You may wish to attach a current ASIC extract.

**PART 10 Liquor trading hours and 6-hour closure period**

Standard trading hours for a hotel licence are 5:00am to midnight Monday to Saturday for consumption on the premises, 5:00am to 10:00pm Monday to Saturday for take-away (if allowed) and 10:00am to 10:00pm Sunday (for all trading types), except on Good Friday and Christmas Day. Trading hours allowed by the local consent authority (e.g. the local council) may be different.

The licence will be subject to a 6-hour closure period, which is a continuous block of time in each 24-hour period, during which the licence must not sell/supply liquor. The period cannot start any earlier than midnight. Standard trading hours are affected by the 6-hour closure period. Liquor & Gaming NSW will approve a period that is appropriate to the particular premises and the circumstances, having regard to the objectives of the *Liquor Act 2007*. Visit [www.liquorandgaming.justice.nsw.gov.au](http://www.liquorandgaming.justice.nsw.gov.au) for more information about Liquor & Gaming NSW's policy.

If the proposed hours for the 6-hour closure period are not 4:00am to 10:00am, you must provide reasons and relevant information in support of the closure period proposed.

If the proposed trading hours are outside the standard trading hours, an extended trading authorisation form must be lodged.

Tell us your proposed trading hours and 6-hour closure period:

Day	Trading hours		6-hour closure period	
	start time	end time	start time	end time
Monday	:	:	:	:
Tuesday	:	:	:	:
Wednesday	:	:	:	:
Thursday	:	:	:	:
Friday	:	:	:	:
Saturday	:	:	:	:
Sunday	:	:	:	:

Applicants should provide an account of the current or proposed mode of operation of the licensed premises, the demonstrated or likely needs of its patrons, the interests of the local community and the opinion (if any) of local Police towards the proposal.

Applicants should also address how the proposed closure period relates to considerations that Liquor & Gaming NSW will have regard to under section 3(2) of the *Liquor Act 2007*, which are:

- a) the need to minimise harm associated with misuse and abuse of liquor (including harm arising from violence and other anti-social behaviour)
- b) the need to encourage responsible attitudes and practices towards the promotion, sale, supply, service and consumption of liquor, and
- c) the need to ensure that the sale, supply and consumption of liquor contributes to, and does not detract from, the amenity of community life.  
(attach a separate sheet if insufficient space)

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**PART 11 Licence related authorisations**

Is a licence-related authorisation proposed as part of this application?  Yes  No

If **Yes**, tick the applicable licence-related authorisation(s):

- Extended trading authorisation                       Minors area authorisation
- Minors functions authorisation                       Residents bar authorisation

For each **Yes**, lodge the application form for the licence-related authorisation with this application form.

**PART 12 Other information we need**

Attach:

- a plan of the proposed licensed premises  
The plan, preferably A4 size, must be to scale. The plan must show the proposed licensed area of the hotel by means of a red coloured line. If applying for licence-related authorisations using the separate application forms, the plan must also show the area to be covered by each authorisation by means of different coloured lines.
- a copy of the local council's development consent or approval for the proposed hotel (if required and approved).  
You can lodge an application if a DA is pending. We will not grant an application before a DA is approved and supplied to us.
- a National Police Certificate for the applicant, issued within the last 3 months (if an individual)  
To obtain a National Police Certificate in NSW, visit your local police station and complete 'National Criminal History Record Check application form P799, present 3 of the acceptable identity documents, and pay the fee. For more information, go to [www.police.nsw.gov.au](http://www.police.nsw.gov.au) and select the Criminal Records link. Similar arrangements apply in other States/Territories.
- a copy of the 3 identity documents presented when applying for the National Police Certificate
- the Community Impact Statement (CIS) for the proposed hotel licence  
For information about our CIS Toolkit, go to [www.liquorandgaming.justice.nsw.gov.au](http://www.liquorandgaming.justice.nsw.gov.au)
- a copy of the RSA certificate or competency card (if applicant is an individual)
- a copy of the RCG certificate or competency card (if applicant is an individual)
- any applicable licence-related authorisation application form
- if applying for a hotel licence-full hotel and proposing to operate gaming machines, the direct debit authorities for deduction of gaming machine authorisation fees, monitoring fees and tax
- if the applicant is a corporation, provide a current ASIC search containing details of directors and officeholders
- any appointment of manager notice (if applicable).

**PART 13 Authorised agent**

If the authorised agent is an individual (i.e. a person), answer all questions in Part 13A and 13C only.  
If the authorised agent is an organisation (e.g. a company), answer all questions in Part 13B and 13C only.

**PART 13A Authorised agent (to be completed by an individual applying on behalf of somebody else)**

Title	Gender
First name	Middle name
Surname	Date of birth (dd mm yyyy)
Place of birth e.g. Camperdown	Phone (home)
Phone (mobile)	Phone (daytime)
Fax	Driver's licence <span style="float: right;">State</span>
Email address	

**Residential address (always a 'physical' street address)**

Street no.	Street name		
Town/city	State	Postcode	
Country (if not Australia)			

**Postal address (if different from residential address) a PO Box if one exists; otherwise a 'physical' street address. We will use this mailing address when we contact this person about the licence.**

PO Box or street no.	Street name		
Town/city	State	Postcode	
Country (if not Australia)			

**PART 13B Authorised agent (to be completed by an organisation applying on behalf of somebody else)**

Name of organisation

ABN

ACN

Phone (daytime)

Fax

Email address

Web address

**Contact person details**

Title

Gender

First name

Middle name

Surname

Date of birth (dd mm yyyy)

Place of birth e.g. Camperdown

Phone (daytime)

Email address

**Business address (always a 'physical' street address)**

Street no.

Street name

Town/city

State

Postcode

Country (if not Australia)

**Postal address (if different from business address) a PO Box if one exists; otherwise a 'physical' street address.**

PO Box or street no.

Street name

Town/city

State

Postcode

Country (if not Australia)

**PART 13C Authorised agent declaration**

**I declare that the answers I have given for this person are accurate. I have explained to this person that their information may be released to 3rd parties including NSW Police Force for verification**

**Name**

**Signature**

**PART 14 Payment for this application**

The fee for this application depends on the licence category being applied for. The fee is a combination of a fixed fee and a processing fee, as listed in the table below. The processing fee component is non-refundable in the event that the application is withdrawn or not granted. Fees are correct and are subject to change without notice. The fee does not incur GST.

The payment amount depends on the category of licence being applied for. Use this table to calculate the amount payable:

Hotel licence category	Fixed fee component	Processing fee component	Total application fee †
Hotel licence - Full hotel	\$1,500	+ \$1,000	<b>= \$2,500</b>
Hotel licence - General bar	\$300	+ \$400	<b>= \$700</b>

**Pay the fee† by:**

\_\_\_ Cheque (payable to 'Liquor & Gaming NSW')      \_\_\_ Cash      \_\_\_ Money order      \_\_\_ Credit card†

Cheque drawer's name

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\_\_\_ MasterCard†    \_\_\_ VISA†    Card no      Expiry date      CVV\*

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\*These are the last 3 digits printed on the signature panel on the back of your credit card

Cardholder's name

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**Cardholder's signature**

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**Payment amount † \$**

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† Under NSW Government policy, a surcharge of 0.4% is added to the payment amount if paid by credit card. Please visit [www.liquorandgaming.justice.nsw.gov.au](http://www.liquorandgaming.justice.nsw.gov.au) for more information.

**PART 15 Declaration**

- I declare that I am 18 years or older and I am authorised to lodge this application.
- I declare that the contents of this application including attachments are true, correct and complete and that I have made all reasonable inquiries to obtain the information required to complete the application.
- I undertake to notify as soon as practical Liquor & Gaming NSW (L&GNSW) of any change to the information in this application, if the information changes before the application is determined.
- I declare that immediately before or within two working days of lodging this application I will provide the required documents to the local consent authority, the local police station, the occupiers of neighbouring premises and other stakeholders consulted during the Community Impact Statement (CIS) process, and affix the site notice to the proposed premises.
- I declare that the applicant is not suspended or disqualified from holding a liquor licence.
- I acknowledge that under section 36 of the *Gaming and Liquor Administration Act 2007* and section 307A of the *Crimes Act 1900* it is an offence to provide false, misleading or incomplete information in this application.
- I acknowledge that failure to provide all required information may result in delay or refusal of the application.
- I understand that specific details I have supplied in this application may be 'personal information' under the *Privacy and Personal Information Protection Act 1998*. Personal information is any information or opinion that identifies an individual, or enables someone to identify an individual.
- I acknowledge that L&GNSW is collecting information on behalf of Independent Liquor & Gaming Authority to enable processing of the application. I also understand that L&GNSW will use the information for its intended purpose only, store the information securely, and allow the applicant or licensee to access and update the information. When processing this application, L&GNSW may disclose information to other Government agencies.
- I acknowledge that L&GNSW will publish general information about the application on an electronic noticeboard and information about the application, if granted, on a public register.

If the applicant is an individual (i.e. a person), complete Part 15A only. If the applicant is an organisation (e.g. a company), complete Part 15B only.

**PART 15A Applicant (if an individual)**

<b>Name</b>	<b>Position</b>
<b>Signature</b>	<b>Date</b>

**PART 15B Applicant (if an organisation)**

This panel must be signed in accordance with the requirements in section 127 of the *Corporations Act 2001*.

<b>Name 1</b>	<b>Position</b> (e.g. director)
<b>Signature 1</b>	<b>Date</b>
<b>Name 2</b>	<b>Position</b> (e.g. director, company secretary)
<b>Signature 2</b>	<b>Date</b>

If the application is lodged by a legal or other representative, tell us:

Name of representative \_\_\_\_\_

Representative's business name \_\_\_\_\_

Phone (daytime) \_\_\_\_\_ Fax \_\_\_\_\_

Address for correspondence \_\_\_\_\_

Email address \_\_\_\_\_

**Reminder**

- Before sending your application to us, check:
1. You have answered all applicable questions in Parts 1 to 11, and Part 13
  2. You have attached the documents listed in Part 12
  3. Payment is enclosed, or the credit card details are completed, in Part 14
  4. You have read and signed Part 15
  5. You have completed and lodged the notices on the following pages, following the instructions for each notice
  6. All pages of this application (including attachments) must be lodged.

# APPLICATION NOTICES

## Instructions

The notices on the following pages must be lodged with the respective parties *immediately before, or within two working days* of, lodging an application with Liquor & Gaming NSW.

Follow these instructions carefully. Failure to comply with all requirements may result in refusal of your application.

### Public Consultation – Site Notice

- Complete the Public Consultation - Site Notice
- A **copy** of the completed notice:
  - Must** be affixed to the **location of the proposed licensed premises**.
    - If the premises are yet to be built, the notice must be affixed to a noticeboard erected on the land, and must be protected from weather.
    - If the premises are already erected, the notice should be placed on the inside of an exterior glass window or door.
    - The notice must be legible to members of the public passing the premises or land, and should be facing onto the street that is most likely to be used by passers-by. It should be placed between 1.5 and 2 metres above ground, so it is easily read by a passing adult.
    - ***The notice must remain continuously affixed at the location until the application is determined by Liquor & Gaming NSW.***
  - Must** be provided to the **occupiers of surrounding buildings**. This means:
    - any building or land adjoining the licensed premises, regardless of a separating road.
    - any building on land situated within 100 metres of the boundary of the licensed premises.
  - Must** be provided to all **stakeholders** consulted during the Community Impact Statement (CIS) process
- Lodge the original completed notice with the application.

### Police Notice

- Complete the Police Notice
- A **copy** of the completed notice, application, and any attachments and plans **must** be lodged:
  - With the **police station nearest to the premises** immediately before, or within two working days of lodging the application with Liquor & Gaming NSW.
- Lodge the original completed notice with the application.

### Local Consent Authority Notice

- Complete the Local Consent Authority Notice
- A **copy** of the completed notice, application, and any attachments and plans **must** be lodged:
  - With the **local council or other consent authority**.
  - With the **local council or other consent authority for a neighbouring local government area (LGA)** if the premises are within **500 metres** of the other LGA.
  - With the Lands division of NSW Department of Primary Industries, if the premises are on Crown Land.
- Lodge the original completed notice with the application.

***Failure to strictly comply with these requirements may result in this application being rejected.***



# PUBLIC CONSULTATION – SITE NOTICE

## Application for liquor licence or licence authorisation

### Application Type

#### Hotel licence (new licence application)

The applicant below has applied to Liquor & Gaming NSW for a hotel licence, of the class as listed below (Full hotel or General bar). If this application is granted, the applicant will be authorised to serve alcohol to customers at the listed premises during liquor trading hours. A Full hotel licence may also operate gaming machines and provide retail (take-away) liquor sales.

Standard liquor trading hours are 5am to midnight, Monday to Saturday for consumption on premises, 5am to 10pm Monday to Saturday for take-away sales (Full hotel only), and 10am to 10pm Sundays, with trading restrictions on Good Friday and Christmas Day. The applicant may have specified shorter trading hours, or applied for an extended trading authorisation.

### Application Details

Date of application \_\_\_\_\_

Applicant's name \_\_\_\_\_

Proposed licence name \_\_\_\_\_

Address of licensed premises \_\_\_\_\_  
\_\_\_\_\_

Max number of patrons \_\_\_\_\_

Proposed hours Mon-Sat      Start time: \_\_\_\_\_      End time: \_\_\_\_\_

Proposed hours Sunday      Start time: \_\_\_\_\_      End time: \_\_\_\_\_

Licence class       General Bar       Full Hotel  
(no take-away sales or gaming)      (take-away sales and gaming allowed)

Entertainment to be provided       Yes       No

Applications for authorisation       Extended trading       Minors area       Other

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

### Public Submissions

Public submissions or comments about any aspect of this application are welcome, and may be made to Liquor & Gaming NSW within **30 days** of the date of this notice.

For more information about the application, or to make a submission, visit [www.liquorandgaming.justice.nsw.gov.au](http://www.liquorandgaming.justice.nsw.gov.au)



# POLICE NOTICE

## Application for liquor licence or licence authorisation

### Application Type

#### Hotel licence (new licence application)

The applicant below has applied to Liquor & Gaming NSW for a hotel licence, of the class as listed below (Full hotel or General bar). If this application is granted, the applicant will be authorised to serve alcohol to customers at the listed premises during liquor trading hours. A Full hotel licence may also operate gaming machines and provide retail (take-away) liquor sales.

Standard liquor trading hours are 5am to midnight, Monday to Saturday for consumption on premises, 5am to 10pm Monday to Saturday for take-away sales (Full hotel only), and 10am to 10pm Sundays, with trading restrictions on Good Friday and Christmas Day. The applicant may have specified shorter trading hours, or applied for an extended trading authorisation.

### Application Details

Date of application \_\_\_\_\_

Applicant's name \_\_\_\_\_

Proposed licence name \_\_\_\_\_

Address of licensed premises \_\_\_\_\_  
\_\_\_\_\_

Max number of patrons \_\_\_\_\_

Proposed hours Mon-Sat      Start time: \_\_\_\_\_      End time: \_\_\_\_\_

Proposed hours Sunday      Start time: \_\_\_\_\_      End time: \_\_\_\_\_

Licence class       General Bar       Full Hotel  
(no take-away sales or gaming)      (take-away sales and gaming allowed)

Entertainment to be provided       Yes       No

Applications for authorisation       Extended trading       Minors area       Other

**Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

#### Police use only

I (insert name, position and organisation) \_\_\_\_\_  
 certify that this notice was received on (date): \_\_\_\_\_

#### Send this notice to Liquor & Gaming NSW:

**Email:** liquorapplications@olgr.nsw.gov.au

**Post:** Liquor Applications  
GPO Box 7060  
Sydney NSW 2001

#### LIQUOR & GAMING NSW USE ONLY

Application number \_\_\_\_\_

Lodged date \_\_\_\_\_

Submissions close \_\_\_\_\_



# LOCAL CONSENT AUTHORITY NOTICE

## Application for liquor licence or licence authorisation

### Application Type

#### Hotel licence (new licence application)

The applicant below has applied to Liquor & Gaming NSW for a hotel licence, of the class as listed below (Full hotel or General bar). If this application is granted, the applicant will be authorised to serve alcohol to customers at the listed premises during liquor trading hours. A Full hotel licence may also operate gaming machines and provide retail (take-away) liquor sales.

Standard liquor trading hours are 5am to midnight, Monday to Saturday for consumption on premises, 5am to 10pm Monday to Saturday for take-away sales (Full hotel only), and 10am to 10pm Sundays, with trading restrictions on Good Friday and Christmas Day. The applicant may have specified shorter trading hours, or applied for an extended trading authorisation.

### Application Details

Date of application \_\_\_\_\_

Applicant's name \_\_\_\_\_

Proposed licence name \_\_\_\_\_

Address of licensed premises \_\_\_\_\_

Max number of patrons \_\_\_\_\_

Proposed hours Mon-Sat      Start time: \_\_\_\_\_      End time: \_\_\_\_\_

Proposed hours Sunday      Start time: \_\_\_\_\_      End time: \_\_\_\_\_

Licence class       General Bar       Full Hotel  
(no take-away sales or gaming)      (take-away sales and gaming allowed)

Entertainment to be provided       Yes       No

Applications for authorisation       Extended trading       Minors area       Other

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

#### Council or other Consent Authority use only

I (insert name, position and organisation) \_\_\_\_\_

certify that this notice was received on (date): \_\_\_\_\_

I advise (cross one only)

development consent is not required to permit the proposed activity

development consent is required but not in place

development consent is required and in place, and the DA number is \_\_\_\_\_

**Send this notice to Liquor & Gaming NSW:**

**Email:** liquorapplications@olgr.nsw.gov.au      **Post:** Liquor Applications  
GPO Box 7060  
Sydney NSW 2001

#### AUTHORITY USE ONLY

Application number \_\_\_\_\_

Lodged date \_\_\_\_\_ Submissions close \_\_\_\_\_